



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

**No. FinC2/11181/2017/HRD**

**Dated: 06.08.2018**

**CIRCULAR**

**Sub:** - IHRD Accounts- Training on TALLY Accounts-reg.

**Ref:** - This office circular no. FinC2 /8538/2018/HRD dt. 04/07/2018

As per the reference cited above, new Tally Templates were released to all institutions under IHRD. It is noticed that certain officials are still not conversant with Tally Accounts and hence it is proposed to conduct a one day training program in Thiruvananthapuram. All Heads of Institutions are directed to nominate official who require the training, in the proforma attached and forward the same on or before **18.08.2018**. Preference will be given to those who have not attended the previous Tally training program.

*Sd/-*  
**DIRECTOR**

**Copy to:**

1. All the heads of institutions.
2. Office copy
3. Stock file

**Approved for issue**

*Sd/-*  
**Senior Superintendent**

## **PROFORMA – ONE DAY TALLY TRAINING**

1. Name of the Institution :
  
2. Name of the official nominated for training :
  
3. Designation :
  
4. Whether the nominated official is authorized for Tally data entry? (Yes/No) :
  
5. Whether the official has attended previous Tally training conducted by IHRD? (Yes/ No) :

**Head of the Institution**